



ST. PAUL DISTRICT, CORPS OF ENGINEERS  
ARMY CORPS OF ENGINEERS CENTRE  
190 FIFTH STREET EAST  
ST. PAUL, MN 55101-1638

REPLY TO  
ATTENTION OF

CEMVP-EE

1 August 2001

MEMORANDUM FOR All Employees, St. Paul District

SUBJECT: Policy Letter No. 02-2, Prevention of Sexual Harassment

1. As Commander of the U.S. Army Corps of Engineers St. Paul District, I am totally committed to the Department of the Army's policy concerning the prevention of sexual harassment in the workplace.
2. Any supervisor who uses implicit or explicit coercive sexual behavior to control, influence, or affect the career, salary, or job of an employee is engaging in sexual harassment. Similarly, an Army employee who behaves in this manner in the workplace or a work-related environment is also engaging in sexual harassment. In addition, any employee who participates in deliberate or repeated unsolicited comments, gestures, or physical contact of a sexual nature, which occurs in a work-related environment, is also engaging in sexual harassment. This includes sexually related obscene or suggestive language, humiliation, or embarrassment. A key element of sexual harassment is that the recipient of the harassment, not the person initiating the behavior, determines if the behavior is unwelcome. Sexual harassment is a form of employee misconduct that undermines the integrity of the employment relationship, lowers morale, reduces productivity, and is a violation of the victim's civil rights. This type of behavior in the workplace is unacceptable conduct and will not be tolerated.
3. I expect leaders at all levels to address allegations of sexual harassment swiftly, fairly, and effectively regardless of whether a complaint has or has not been initiated. It is my policy to eliminate sexual harassment from the workplace and

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This Policy Letter supersedes Policy Letter No. 99-9 dated 14 July 1999.

CEMVP-EE

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provide all employees an environment free from sexually harassing behavior. In order to implement this mandate, all employees are expected to take a leadership role in carrying out the following initiatives:

a. Inform yourselves of the avenues for seeking redress and the action that will be taken against individuals who violate this policy.

b. Make a personal commitment to exhibit the high standards of behavior exemplified by the Federal code of conduct and Ethics regulation.

c. Take the required Department of Army training in the prevention of sexual harassment.

4. I expect full cooperation of all supervisors, managers, and employees in maintaining an environment that fosters equal employment opportunity.

5. This policy letter will be posted permanently on all official bulletin boards.



ROBERT L. BALL  
Colonel, Corps of Engineers  
Commander